



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BOARD OF NURSING HOME ADMINISTRATORS
TEMPORARY EMERGENCY LICENSE APPLICATION

P.O. Box 570
Jefferson City, MO 65102

THE STATUTE REFERENCE TO EMERGENCY LICENSE IS:

344.030.5 The board may issue a temporary emergency license for a period not to exceed ninety days to a person twenty-one years of age or over, of good moral character and a high school graduate or equivalent to serve as an acting nursing home administrator, provided he is replacing a licensed nursing home administrator who has died, has been removed or has vacated his position. No temporary emergency license may be issued to a person who has had a nursing home administrator's license denied, suspended or revoked. A temporary emergency license may be renewed for one additional ninety-day period upon a showing that the person seeking the renewal of a temporary emergency license meets the qualifications for licensure and has filed an application for a regular license, accompanied by the application fee, and the examination has not yet been given. No temporary emergency license may be renewed more than one time.

THE RULEMAKING REFERENCE TO EMERGENCY LICENSE IS 19 CSR 73-2.080:

- (1) Application for a temporary emergency license shall be made to the executive secretary of the board. The application shall demonstrate that the applicant meets the requirements for a temporary emergency license as set forth in section 344.030.5, RSMo (1986), and shall include the following:
 - (A) The notarized signature of the appropriate authority at the facility where the emergency exists, and of the person for whom the license is requested;
 - (B) The name of the licensed administrator who has died, has been removed or has vacated the position and the effective date of death, removal or vacancy;
 - (C) A statement that the facility is not newly licensed. "Newly licensed" shall mean licensed, either initially or because of a change of operator, within ninety (90) days prior to the request for a temporary emergency license;
 - (D) A complete initial application and a fee for the person for whom the emergency license is requested;
 - (E) A complete copy of the most recent statement of deficiencies from the Missouri Department of Health and Senior Services for the facility where the emergency exists; and
 - (F) Applications for a temporary emergency license shall be filed with the board immediately upon notification of, or realization by, the person making the application, **but in no event more than ten (10) working days from the "effective date" referred to in (1)(B).**
- (2) After receipt and review of the required information, the board may issue a temporary emergency license for a period not to exceed ninety (90) days. The person to whom it is issued is fully responsible for the facility as if initially licensed as a nursing home administrator and shall confirm his/her understanding of this fact in a statement upon receipt of the temporary emergency license.
- (3) A temporary emergency license shall not be granted by the board to an individual to act as an administrator in a newly licensed facility unless clear and convincing evidence is presented which, in the board's best judgment, demonstrates that the departure of the previous administrator was not anticipated by the operator at the time the facility was newly licensed. All individual or entities intending either to build or become the operator of a facility must be familiar with the laws pertaining to licensure of nursing home administrators and long-term care facilities and take necessary steps to insure continued compliance with the statutory and regulatory provision before becoming and operator.
- (4) A temporary emergency license may be issued only to:
 - (A) A person twenty-one (21) years of age or over, who is a high school graduate or equivalent and who is of good moral character;
 - (B) A person who has been preceded in the position by a fully licensed nursing home administrator; and
 - (C) A person who has not previously been denied a nursing home administrator's license or who has not had a nursing home administrator's license suspended or revoked.
- (5) Request for extension of a temporary emergency license shall be made in writing and submitted to the executive secretary no later than twenty-one (21) days in advance of the temporary emergency license date of expiration. Upon recommendation of the officers of the Missouri Board of Nursing Home Administrators, temporary emergency license extensions may be issued for up to ninety (90) days. The extension may only be considered upon a showing that the person seeking the renewal of a temporary emergency license meets the qualifications for licensure and has filed an application for a regular license, accompanied by the application fee and the examination has not yet been given. No temporary emergency license may be renewed more than one (1) time.

The following information must be provided to allow full consideration by the board whether a temporary emergency license may be issued

1. Where emergency exists:

NAME OF FACILITY	CITY
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2. The above facility ☐ has ☐ has not been licensed within 90 days of this temporary emergency license request, either by initial license or by change of operator.

3. NAME OF ADMINISTRATOR WHO IS OR WILL BE VACATING THE POSITION	4. DATE THE POSITION WAS OR WILL BE VACATED
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5. Reason the emergency exists (why the position was vacated before a replacement was secured: resigned, was asked to resign, death)

6. A complete copy of the most recent statement of deficiencies report (DA-107 and DA-110 or HCFA 2567) from the facility licensure authority, the Missouri Department of Health and Senior Services, ☐ is ☐ is not attached. If not, why not:

7. The current census for which the temporary licensed administrator will be responsible is _____

8. PERSON FOR WHOM TEMP. EMERGENCY LICENSE REQUESTED	ADDRESS
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9. I have ascertained that this person is 21 years of age or older, a high school graduate or equivalent and of good moral character ☐ YES ☐ NO

10. ☐ It is ☐ it is not planned that this person may continue as administrator after exam and licensure.

11. The temporary emergency license is requested for _____ days (may be requested for up to 90 days).

12. A complete application for licensure is attached along with the application review fee of one hundred dollars (\$100.00). (Please forward the signed application and fee and required documents which are available, expediting the balance of required documents to complete the application.)

We, the undersigned, confirm with our NOTARIZED signatures that the information herein is complete and accurate to the best of our knowledge. It is understood that the Missouri Board of Nursing Home Administrators may NOT issue this temporary emergency license and that, if issued, it may be effective for fewer than the maximum 90 days.

FACILITY AUTHORITY SIGNATURE		TITLE		TELEPHONE		DATE
MUST BE SIGNED IN PRESENCE IN NOTARY 		APPLICANT SIGNATURE				DATE
NOTARY PUBLIC EMBOSSER OR BLACK INK RUBBER STAMP SEAL	STATE			COUNTY (OR CITY OF ST. LOUIS)		
	SUBSCRIBED AND SWORN BEFORE ME, THIS					
	DAY OF		YEAR	USE RUBBER STAMP IN CLEAR AREA BELOW.		
	NOTARY PUBLIC SIGNATURE		MY COMMISSION EXPIRES			
		NOTARY PUBLIC NAME (TYPED OR PRINTED)				